

Title: Janitor	Effective Date: May 19, 2015	Grade: IV	Job Category: Service-Maint.
Prior Title: Janitor	Prior Effective Date: March 19, 2015	Grade: IV	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for janitorial activities, such as mopping, buffing, stripping and waxing floors, etc.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Mop floors.
- Buff floors.
- Strip and wax floors.
- Miscellaneous such as emptying trash.
- Move furniture occasionally.
- Maintain furniture occasionally.

ADDITIONAL EXAMPLES OF WORK - BUILDINGS MANAGEMENT

- Maintain restroom dispensers.
- Perform daily building inspection for cleanliness.
- Spot cleaning.
- Dust furniture.

MINIMUM REQUIREMENTS

Ability to read and write. Ability to use electric and manual cleaning tools. Experience buffing, stripping, and waxing floors preferred. Availability for shift work.

A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.